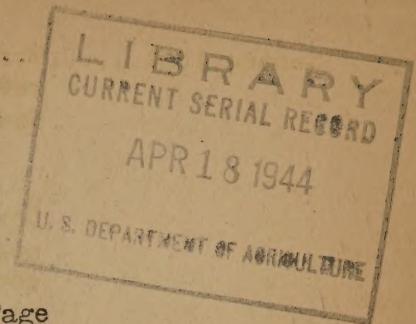


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United States Department of Agriculture  
EXTENSION SERVICE  
Washington 25, D. C.

HOME MANAGEMENT "SEND-FOR" LIST

February 1944



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FAMILY ECONOMICS

Arkansas.....Mauney, Ross, and Dickerson, Lila B. Farm and home plan  
book. Univ. Ark. Col. of Agr., unnumb. 16 pp. Little Rock. [n.d.]

A plan book for the farm and home business. Blanks in-  
cluded for inventories, goals, cropping system, food budgets,  
accomplishments, and other plans.

University of Arkansas. Selected improved practices for  
farm-unit demonstrations. Univ. Ark. Col. Agr. Mimeo.  
S1207-5-43, 12 pp. Little Rock. May 1943

A check list of good practices on feeder calf production,  
early lamb production, sow and litter production, home garden  
production, forestry, soil conservation and related practices,  
kitchen improvement, laundry improvement, storage for fruits  
and vegetables, farmstead arrangement plan, home industries,  
clothing, child guidance, and health.

Connecticut.....Stratton, Gladys E. Summary of Connecticut home account records, 1942. Univ. Conn. Mimeo. unnumb. 15 pp. Storrs November 1943.

Compilation of home accounts of 87 farm and nonfarm families. Contains tables showing cash expenses and home products used per family, average living per household, and analysis of food costs per person per day as well as other pertinent information on economics.

District of

Columbia.....Office of Price Administration. Meet your price panel. Consumer Division, Group Services Branch Bul. 6 12 pp., illus. Washington. January 1944.

Suggestions for the leaders of women's groups on price control and what the consumer can do about it. Treasury Department. Farm bond aids, ideas to help sell war bonds. War Finance Division, Agricultural Section. Printed. Harvest Issue. 13 pp. Washington. December 1943.

Articles: Read and Reap; Use Every Approach; Ideas; Salesshorts; Editoradiols; Farmers Are Saving; Where Does Your State Rank?; Squelch the Squander Bug; 1944 Farm Income Outlook; County War Bond Program.

Illinois.....Department of Home Economics. Family saving and spending for victory and peace. Univ. Ill. HE-P25, M-244. 5 pp. Urbana. [n.d.]

A plan for the family purse for 1944. Blanks provided for family goals, net money income, and monthly saving and spending plans.

University of Illinois. Plan for repair and selection of house furnishings. Col. Agr. Ext. Serv. Mimeo. HEE3193, 5 pp. Urbana. Spetember 1943.

An inventory of household furniture, with record blanks for contemplated repairs and new selections.

University of Illinois. Wartime financial record for the home. Col. Agr. Ext. Serv. unnumb. Urbana. 1944. (small charge)

Home accounts record calendar for 1944.

Iowa.....Tiffany, Margaret E., and Reid, Margaret G. Some farm family gardens pay in dollars. Iowa State Col. Agr. Research Bul. 322, 54 pp. Ames. October 1943.

Data on garden returns, costs, and difficulties, as reported by families in Story County, Iowa, in 1940 and 1941. Also data on groceries purchased to supplement garden.

Kansas ..... Federal Land Bank of Wichita and National Farm Loan Associations. Farm and home record calendar. unnumb. Wichita. 1944.

1944 calendar for keeping a record of income and expenses for the farm and home.

New Jersey ..... Anderson, Doris I. We plan to win. N. J. State Col. Agr. Mimeo. unnumb., Series 1, Dividing the Family Dollar for Victory, 5 pp. New Brunswick. November 1943.

The first of a series of 4 discussions on family spending and saving in wartime. Also an outline for leaders. Describes the Russell family and their 1944 financial obligations and longtime goals. References listed.

Anderson, Doris I. Wartime spending and saving for post-war security. N. J. State Col. Agr. Mimeo. unnumb. 8 pp. New Brunswick. November 1943.

Second in a series of discussions on family financial planning, entitled "Dividing the Family Dollar for Victory." Also outline for leaders. The Russells study life, health, accident, and auto insurance as well as war bonds, taxes, social security, and old-age compensation.

Anderson, Doris I. Where does our money go? N. J. State Col. Agr. Mimeo. unnumb. 4 pp. New Brunswick. November 1943.

The third discussion entitled "Dividing the Family Dollar for Victory." Also outline for leaders. The Russells study how to keep track of where their money goes.

New Mexico ..... Hauke, Arthur M. Economic news for New Mexico farmers and ranchers. N. Mex. Col. Agr. Mimeo. Vol. 6, 10. 7 pp. State College. October 1943; Vol. 6, 11. November 1943; Vol. 6, 12. December 1943.

"Wartime Family Living" included in all issues.

New York ..... Kremer, Josephine. Getting your money's worth. Dept. of Home Econ., School of Education, N. Y. Univ., Washington Square. Mimeo. unnumb. 9 pp. New York City. November 1943.

Playlet given over WNYC at Pershing Square C.D.V.O. Information Center by three homemakers on food-buying hints and economics.

Kremer, Josephine. You can save by buying wisely. Dept. of Home Econ., School of Education, N. Y. Univ. Washington Square. Mimeo. unnumb. 4 pp. New York City. [n.d.]

Gives percentage of saving on buying of such foods as rice, eggs, carrots, peas, grapefruit juice, in packages of different size or in different grades.

North Carolina... Shoffner, R. W., and Holmes, H. C. Making farm income-tax returns for 1943. N. C. State Col. Agr. Ext. War Series Bul. 27, 4 pp. Raleigh. November 1943.

Gives brief explanation of such topics as: What is a Federal income tax return? Who must file a return for 1943? What is "Gross income"? What is the tax year? When must the income tax return be filed? Can I get help in filling out my declaration and return? What materials are needed? What farm expenses are deductible? How to proceed.

Ohio..... Beall, Thelma, and Beard, Ruth. Ohio farm-family-living costs; summary of records for the year 1942. Ohio State Univ. Mimeo. unnumb. 7 pp., illus. Columbus. August 1943.

Summary of the 1942 farm-family-living expenditures of 59 Ohio farm families; charts, and an analysis of findings. Records of joint business of farm and home from 27 farms. included.

Wisconsin..... Jonas, Clara E. Consumer committee bulletin. Univ. Wis. Mimeo. unnumb. 1 p. Madison. November 1943.

Memorandum from Miss Jonas, consumer interest chairman, to county consumer interest chairmen and others, summarizing problems listed at five regional conferences.

#### 1944 FARM FAMILY LIVING OUTLOOK

Arkansas..... Manuney, Ross. Arkansas 1944 farm and home outlook. Univ. Ark. Col. Agr. 8 pp. Little Rock. October-November, 1943.

Discusses outlook for 1944 and gives a list of discussion questions.

Georgia..... Dowdy, Willie Vie. 1944 outlook for farm family living. State Col. of Agr. Mimeo. unnumb. 4 pp., Athens [n.d.]

Reviews income, family expenditures, rationing problems, clothing, housing, medical care, and use of increased income.

Illinois..... Freeman, Ruth C., and Crouch, Iren. Family control of wartime living costs. Univ. Ill. Mimeo. HEE3199, 4 pp., illus. Urbana. September 1943.

Home advisor's outline covering such topics as: What is the family income situation during wartime? How much money has been paid on debts by farm families? How much has cost of living situation changed during wartime? How much income will be absorbed in income and victory taxes in 1944? How much of present income will be available for post-war buying? How much do you expect to limit living expenditures in 1944? Summary, and References.

Iowa.....Simmons, Dorothy, and Malone, Carl. Iowa farm and family outlook for 1944. Iowa State Col. Agr. Mimeo. HM-213. 8 pp. Ames. [n.d.]

Covers topics such as: Farm family living in 1944; Income, Civilian supplies, Prices, Household goods, and Services.

Louisiana.....Tappan, Gladys. Outlook for 1944, those dangerous dollars. La. State Univ. Mimeo. unnumb. 5 pp. illus. Baton Rouge. November 1943.

Stresses buying only what you really need, not only to save money, but so there will be enough left for others and to avoid inflation. Cover letter to home demonstration agents outlines a suggested program.

Maine.....Home Demonstration Agent. What's ahead for 1944? Col. Agr., Univ. Maine, 1944 Outlook Issue of Victory Chats, Mimeo, unnumb. 4 pp. Orono. December 1943.

Short statements on Production, Labor, Farm machinery, Fertilizer, Feed, Income, Taxes, Prices, Rationing, Food, Clothing, Household equipment, Medical care, What will your family do?.

Massachusetts...Massachusetts State College. Farm economic facts. Massachusetts farm outlook for 1944. Ext. Serv. 8 pp., unnumb. Amherst. December 1943.

Discusses Massachusetts farm outlook for 1944, including wartime family living.

North Carolina...Farm Management and the Home Management Departments. It's time for teamwork. N. C. State Col. Agr. Ext. Misc. Pamphlet 80. 7 pp. Raleigh. November 1943.

Gives good suggestions for cooperation on the farm, in the home, to protect the future. A 4-H group-discussion leaflet on same subject also available.

South Carolina...Winthrop College. A South Carolina farm family lives here. Ext. Serv. Cir. 33, 4 pp. Rock Hill. December 1943.

Script of a playlet concerning a 6-member family living in South Carolina for use in adult and 4-H groups on the 1944 agricultural and farm-family-living outlook.

Landrom, Lonny I., and Seabrook, Portia. Letter to farm and home agents. Winthrop College, Ext. Serv. Mimeo, unnumb. 1 p. Rock Hill. December 1943.

Letter to farm and home agents giving explanation of publication "A South Carolina Farm Family Lives Here" and the brief summary of the farm family living situation in 1944.

Seabrook, Portia. Wartime farm family living, 1944. Winthrop Col. Mimeo. unnumb. 9 pp. Rock Hill. [n.d.]

Condensation of Annual Outlook Issue by Bureau of Human Nutrition and Home Economics. Discusses Farm family income and purchasing power, the farm crop situation, farm labor and machinery, The food situation, Nutritional adequacy of anticipated supplies, Dollar savings of home-produced food, The clothing situation, Furnishings and equipment for the farm home, Medical care for farm families.

Tennessee.....Keller, Lillian L., and Lovelace, Inez. The Tennessee farm family looks ahead! Col. Agr. Univ. Tenn. Mimeo: CL-10-051. 5 pp. illus. Knoxville. [n.d.]

Discusses topics such as, What can we expect? How should we plan? Has our buying power increased? What is the Food outlook? Is the clothing supply adequate? What will clothes be like after the war? Do we need to plan for home repairs after the war? How has the war affected medical care in rural areas? How much medical care will farm families get? What about our cars? How has the war affected our schools? Do we need some recreation?

#### HOME MANAGEMENT - GENERAL

District of

Columbia.....Wilson, M. L. Handicrafts and rehabilitation, Ext. Serv., U. S. D. A. Mimeo, 1442-43, 6 pp. Washington. November 1943.

Address before the conference on Rural Handicrafts, November 20, 1943. Covers wartime application, educational aims, planning, and organization.

Annual report of the Extension Service for the fiscal year ended June 30, 1943.

Maine.....Cobb, Edna. Progress report, extension health project. Univ. Maine, Col. Agr. illus. unnumb. Orono October 1943.

Discusses health situations in Maine from the viewpoint of the family, the doctor, the community, and the county. Also gives the chronological progress and briefly defines the work of the Extension Service. Maps of the neighborhood-leader system and Maine counties having doctors included.

Nebraska.....Anderson, Elin L. L. B. 295 gives the green light to local health departments. Univ. Nebr. Col. Agr. Ext. Cir. 1024 K 24 pp., illus. Lincoln, [n.d.]

Gives information on the law passed recently in Nebraska to provide local health departments, and what such departments can do.

Stott, Leland H. Morale in the home. Univ. Nebr. Coll. Agr. Ext. Cir. 5-105, 14 pp., illus. Lincoln, October 1943.

Gives suggestions for parents' responsibilities. Tell how to uphold morale, contains quiz on evaluating home life, tests for mothers and fathers, and wartime objectives.

North Carolina.....Gordon, Pauline E., and Williams, Elizabeth. Let's have Christmas. N. C. State Col. Agr. Ext. Misc. Pamphlet 78, 4 pp. Raleigh. December 1943.

Ways to decorate your home, choice of gifts, Christmas dinner preparations, and greeting cards, all in keeping with wartime conditions.

Williams, Elizabeth, and Gordon, Pauline E. Living with your family. N. C. State Col. Agr. 4-H Club Series Bul. 39. 4 pp. Raleigh. December 1943

A few points on how to get along with other people by learning at home through contact with one's own family. How to make life pleasant for other people.

West Virginia.....Humphreys, Gertrude. Guides to wartime living, your best gift to your family. West Va. Univ. Good Living Series, Lesson 12. 6 pp. Morgantown. December 1943.

Discusses topics such as, Gifts that develop character have lasting value; Some gifts encourage and inspire the best in youth; Daily activities of parents set patterns for lives of children; Home provides opportunity for building character;

A mother's influence may mold the destiny of a nation;  
Misguided love may do more harm than good.

#### HOME MANAGEMENT PROGRAMS

Georgia.....Dowdy, Willie Vie. Home improvement manual, Ga. State Col. Agr. Mimeo. unnumb. Athens. [n.d.]

The manual is for the use of county home demonstration agents and contains: Bibliography; Suggested county home improvement programs; Result demonstration; Plans and subject-matter literature for adult and 4-H Club programs.

Oklahoma.....Goodman, Bonnie, and McDuffie, Venie Ann. Oklahoma extension home-management program 1944 - plans for better home management on the home front. Oklahoma A. & M. Col. Mimeo. 39-883. 6 pp. Stillwater. [n.d.]

Information for aiding rural families to meet their wartime problems on the home front. Problems are limited supplies of available household equipment and furnishings, higher cash incomes with fewer goods and services to buy, a concern for the safety of the homes, refinishing the present supply of furnishings, and equipment to make it last for the duration of the war.

Tennessee.....Keller, Lillian, and Lovelace, Inez. How the 1944 home management program contributes to food production and other wartime needs. Univ. Tenn. Col. Agr. Mimeo. CL-10,057, 1 p. illus. Knoxville, December 1943.

Diagram of the tree of good management.

Keller, Lillian L., and Lovelace, Inez. Home management programs conducted by agricultural extension service. Univ. Tenn. Mimeo. CL-10,047. 4 pp. Knoxville. [n.d.]

Outlines the why, what, and how of the home demonstration and 4-H Club home-management programs.

#### HOUSEHOLD EQUIPMENT

Illinois.....Iwig, Dorothy J., and McKee, Mary A. Flower arrangement, Univ. Ill. Col. of Agr. Bul. HE-P38. 8 pp., illus. Urbana. [n.d.]

Illustrations of types of containers and holders for flowers and arrangement.

Illinois (Continued) ...Iwig, Dorothy J. Window treatment. Univ. Ill. Col. Agr. Printed Bul. HE-P42. 11 pp., illus. Urbana. November 1943.

Information on choosing the window treatment, and the fabric for different types of windows.

Michigan.....Michigan State College. We do our own repair work. Ext. Serv. Mimeo. 4071. 6 pp., illus. East Lansing. [n.d.]

Explains how with a few tools and a little skill, household repairs can be made by almost any member of the family.

Michigan State College. We can keep our house in repair. Mimeo. 4298. 3 pp. East Lansing. [n.d.]

List of discussion questions with space for comment; such as, What are the advantages of making necessary repairs? What tools are necessary for a household kit? What can be done to remedy squeaking doors? How can you repair and replace windowpanes?

Michigan State College. We can make our equipment last. Ext. Serv. Mimeo. 4299. 5 pp. East Lansing. 1943-44.

List of discussion questions with space for comment; such as, What equipment in your home is most vital for family living? If it is necessary to repair or replace equipment, what procedure should you follow?

Minnesota.....Miller, Mary May. Conservation of home equipment. Univ. Minn. Mimeo. RM 2A, 1500. 2 pp. St. Paul. December 1943.

Outline for the use of group leaders on the conservation of household equipment listed under headings such as Article, Problem, Remedy, and Supplies Needed.

Miller, Mary May. Home equipment, long may it serve. Univ. Minn., Home Dem. Leaflet 4. 8 pp., illus. St. Paul. December 1943.

Use, care, and repair of ranges, refrigerators, metalware, knives, washing machines, electric irons and electric plugs, and cords. Discussion outline for leaders also available. (Mimeo. HM-2, 400-11-43)

New York.....Ross, W. A., and Critchfield, Don. Painting farm buildings and equipment. U. S. Office of Education, Federal Security Agency in cooperation with Lead Industries Assoc. Processed. unnumb. 170 pp., illus. New York Lead Industries Assoc. 420 Lexington Avenue. 1943.

New York (Continued) ... Selection and application of paints suitable for exterior and interior surfaces. Detailed teaching manual on painting exterior and interior of buildings. Twelve jobs such as replacing a window glass, stenciling walls, and caring for paint brushes are outlined in the necessary steps or operations, with directions for performing them. Formulas for making home-mixed paints are given, as well as definitions of painting terms.

Oklahoma.....Goodman, Bonnie. Better care of kitchen stoves. Okla. A. & M. Col. No. OP-72. 8 pp. Stillwater. [n.d.]

Gives suggestions for the daily care of oil stoves, refinishing sheet-metal oil stoves, cleaning and refinishing a wood or coal cook stove.

Goodman, Bonnie. How to care for your table silverware. Okla. A. & M. Col., Conservation of Household Equip., Series, Mimeo. 33-236. 4 pp. Stillwater. [n.d.]

Plated table silverware is scarce; Taking proper care of your silverware is being patriotic; How to care for your silverware (giving various methods of dry and liquid polishing and illustrations of ways to store silver.)

Goodman, Bonnie. Longer life for your household furnishings and equipment. Okla. A. & M. Col. Stillwater. [n.d.]

Contains a leader's goal and guide plan (Mimeo. 27-517, 1 pp), and a demonstrator's report (Mimeo. 32-153, 1 p).

Goodman, Bonnie. Make your own wartime refrigerator. Okla. A. & M. Col. Conservation of Household Equipment Series, Mimeo. 33-276. 2 pp., illus. Stillwater. [n.d.]

Gives diagrams and instructions for making a wartime iceless refrigerator from wooden box, screen and metal pans with a canton-flannel cover.

McDuffie, Venie Ann. Reupholstering at home. Okla. A. & M. Col. Cir. 386. 11 pp., illus. Stillwater. [n.d.]

Gives 12 steps on repairing broken cushions as follows: Removing old upholstery; Repairing the woodwork; Refinishing wood; Replacing webbing; Attaching springs; tying springs; Covering the springs; Placing the stuffing; Placing the final lining; tacking the stuffing, padding and lining; Placing the outside coverings and lining the bottom of the seat. Also tells how to repair inner-spring cushions.

Oklahoma A. and M. College. The repair, care, and operation of pressure cookers. Ext. Serv. Bul. OP-80. 6 pp. Stillwater. [n.d.]

Gives information on repair of the steam gauge, safety valve, petcock. Also contains 10 steps on care and 14 steps on operation.

Texas,.....Claytor, Mrs. Bernice. Furniture for baby. A. & M. Col. of Tex. Mimeo. MS-612. 9 pp., illus. College Station. December 1943.

Diagrams and dimensions for the construction of wooden furniture for baby, such as crib, bath and nursery cabinets.

Wisconsin.....McCordic, Margaret P. Electricity in the home; use it safely, efficiently, economically. Univ. Wis. Col. Agr. Special Cir. 8 pp., illus. Madison. August 1943.

How to use electricity efficiently; Care and use of cords, How to select and repair cords, Electric costs, and how to figure them.

McCordic, Margaret P. Ironing made easier. Univ. Wis. Col. Agr. Special Cir. 6 pp. folder, illus. Madison. August 1943.

Short cuts in ironing. An ironing board that works. Use and care of electric irons and ironers.

McCordic, Margaret P. Keeping the house clean., Univ. Wis. Col. Agr. Special Cir. 8 pp. folder, illus. Madison. August 1943.

Directions for making dust cloths, mops, sponges, care of vacuum cleaners, carpet sweepers, how to properly clean walls and wood trims and floors.

McCordic, Margaret P. Washing made easier. Univ. Wis. Col. Agr. Special. Cir. 8 pp. folder, illus. Madison. August 1943.

Suggestions on streamlining washing, correct posture, use of water softener, steps in washing, and notes on rinsing, bluing, bleaching, starching, and care of laundry equipment,

#### 4-H HOME MANAGEMENT CLUBS

Maryland.....Emerson, Dorothy. Outlook letter. Univ. Md. Mimeo. unnumb. 2 pp. College Park. November 1943.

Miss Emerson writes a letter to 4-H Club girls discussing outlook topics such as, Inflation; What shall we do with our money? Be thrifty; Don't waste food; Farm and home equipment; When will the boys come home? and Our health.

Emerson, Dorothy. The best way to do your work. Univ. Md., Letter to 4-H girls. Mimeo. unnumb. 2 pp. College Park. January 1944.

Examples of how 4-H Club members can simplify their work when washing dishes, peeling tomatoes, cutting biscuits, ironing shirts or performing other household tasks.

University of Maryland. Child care, Ext. Serv. Home Management Units., Unit XII., 4 pp., Mimeo. College Park. [n.d.]

Simple directions on child care for 4-H Club girls. Also a reference list.

Michigan..... Michigan State College. 4-H personal accounts - making wishes come true. Ext. Serv. Mimeo. 4184. 12 pp., illus. East Lansing. [n.d.]

Points out the advantage of being a planner vs. a wishful thinker. Gives topics for discussion at 4-H Club meetings on the subject of personal accounts. Also contains a 4-H account project report blank.

Virginia..... Virginia Polytechnic Institute. 4-H Club girls' victory project record book. E-367 rev. 13 pp. Blacksburg. September 1943.

Contains the 4-H Club emblem, motto, colors, and creed. Provides blanks for keeping personal accounts, recording victory food-project activites, and other project summaries.

#### SAFETY - FIRE PREVENTION

Arizona..... Ballantyne, A. B. Stop farm fire losses. Univ. Ariz. 8 pp. folder, illus. Ext. Folder W-24. Tucson. September 1943.

A Check on fire hazards at home, a quiz for checking items around the barns and outbuildings, suggestions to prevent fires in the fields, forests and pastures, a list of fire-fighting equipment and tools tells how to prevent fires caused by personal neglect.

Illinois.....Ward, Gladys J. Stop home fires, Univ. Ill. Mimeo, unnumb. 4 pp. November 1943. Urbana.

A family skit on the prevention of fires on the farm and in the home.

North Carolina....Gordon, Pauline E., and Williams, Elizabeth. How safe is your home? N. C. State Col. Agr. Ext. Misc. Pamphlet 77. 8 pp. illus. Raleigh. June 1943.

This publication points out the causes of accidents and tells how to prevent them. Also contains a quiz on "How Safe Is Your Own Home?"

Wisconsin.....J. I. Case Co. Don't get hurt. Poster, Processed, Form A-90343-H Racine, Wis. [n.d.]

A poster (11 by 15 inches,) listing 14 suggestions on playing safe on the farm, with livestock, machinery, and in the home.

#### STREAMLINED HOUSEKEEPING AND TIME MANAGEMENT

District of

Columbia.....Van Deman, Ruth, and Kadderly, W. L. Ironing a shirt in seven minutes, Bur. Human Nutrition and Home Econ. U. S. D. A., Mimeo, unnumb. 2 pp. Washington, D. C. [n.d.]

Radio talk over the National Farm and Home Hour on work simplification.

War Food Administration. Step by step with everyday tasks. Ext. Serv., U. S. D. A., Lecture notes for Slidefilm 643. Mimeo. 1385-43. 6 pp. Washington, D. C. November 1943.

Slidefilm covers methods of making a bed, folding hand towels and pillowcases, ironing and folding a dinner napkin, ironing a shirt, washing dishes, cleaning silverware, sweeping and washing the floor, and washing windows.

Iowa.....Regear your work schedule to wartime demands. Iowa State Col. Ext. Cir. H. M. 211. Mimeo. 8 pp., illus. Ames. October 1943.

Suggestions for simplifying work; such as Eliminate Nonessentials; Spread out jobs that cause work peaks; Find the easiest and fastest way; Make the best possible use of help from family, Neighbors, and paid Help; Use Commercial products and services to release your time; Diminish Fatigue. Also contains check list on short cuts in housework.

Illinois..... Shiras, Sylvia. Time management for homemakers. Household Finance Corporation, R58-11-43, 32 pp., illus. Chicago, Ill. November 1943.

Bulletin contains information on how to improve your methods, How to do a job with fewer motions, and How to arrange kitchen equipment for efficiency and rest. Lists timesaving practices.

Michigan..... Extension Specialists in Home Economics. Minutes wisely used help to bring victory. Mich. State Col. Ext. Folder 64, 11 pp. East Lansing. November 1943.

Check list on making the best use of time and energy with such headings such as Get All of Family to Help; Avoid Worry and Fatigue; Take Care of Your House; Spend Less Time in Feeding Your Family -- But Do a Good Job; Reduce Time and Energy Used in Laundry and Care of Clothing.

Michigan State College. Time saved is money saved. Mimeo. 4395. 5 pp., illus. East Lansing. 1943-44.

Discusses topics on saving time and energy, such as: Time and Energy Are Priceless; Make an Extra Contribution to Victory by Wise Use of Your Time and Energy; Suggestions for Leaders and Assignment; and a Family Time Plan.

Michigan State College. Supplies for discussion. "Time saved Is Money Saved." Mimeo. 4396, 1 p. East Lansing, 1943-44.

Lists supplies needed in preparing the discussion on "time saved is money saved," for the leader-training meetings.

Nebraska..... Doremus, Mabel, and Runnalls, Mary. Pepping up wartime meals Univ., Nebr. Col. Agr. Ext. Cir. 9961. 16 pp., illus. Lincoln. November 1943.

Contains discussion of topics such as Advantage of a home food supply; The food situation; Efficient use of home preserved foods; Daily food pattern; Pattern recipes; Basic seven chart; and Recipes. Also timesavers and a check list on short cuts in housework.

Ohio..... Ohio State University. Make your time worth more project. Ext. Serv. Mimeo. unnumb. 2 pp. Columbus, September 1943.

Leaders' outline; suggested plan for a meeting.

Qregon.....Lutz, Lois A. Housework the healthful way. Oreg. State. Col. Mimeo. HE. 1739. 9 pp., illus. Corvallis, February 1943.

Gives suggestions on posture; exercises to practice while working at everyday household tasks; List of references and posture games.

Tennessee.....Keller, Lillian L., and Lovelace, Inez. Cut in half! Univ. Tenn., Col. Agr. Mimeo. unnumb. 3 pp. Knoxville. [n.d.]

A letter to home-management leaders, giving the details of a demonstration on simplifying the procedure of making coffee.

Texas.....Eudaly, E. R., and Gibson, G. G. Washing the cream separator in two minutes. A. and M. Col. of Tex. Dairy News Letter, Mimeo. unnumb. 1 p. College Station. February 1943.

Gives 9 steps in washing the cream separator in 2 minutes. Hatfield, Sadie. A demonstration on streamlining the 4-H landscape. A. & M. Col. of Tex., Mimeo. MS-577. 2 pp. College Station. [n.d.]

Discussion for 4-H Club meetings on rearranging shrubs, gates, fences, and the like for convenience and beauty.

Hatfield, Sadie. Planning for a labor-saving landscape. A & M. Col. of Tex. MS-578 mimeo., 2 pp. College Station. [n.d.]

Discusses timesaving methods of cleaning up a lawn and keeping it trimmed. Also gives ideas for placement of shade trees and other ornamentals.

Washington.....Pond, Esther. Every motion counts when there's work to be done. State Col. of Wash. Mimeo. 210 (H.M.) 3 pp. Pullman [n.d.]

Helps for homemakers in studying motion and time in household tasks. Also contains homemaker's motion-study blanks for recording how the process or task is done.

Pond, Esther. Helps for studying motion and time in household tasks. Part 2. State Col. of Wash. Mimeo. 211 (H.M.) 5 pp. Pullman. [n.d.]

Explains process and operation charting; How to study a household operation; How motions of the fingers, hands, wrist, forearm, upper arm, and shoulder effect time and energy in

performing an operation. Suggests how to study what each hand does, and how to plan a new procedure. Also contains an operation study chart blank.

West Virginia.....Cofer, Eloise S. Meals that save time. Guides to wartime living. Col. of Agr. W. Va. Univ. Good Living Series 10 Lesson 7. 6 pp. Morgantown. July 1943.

Discusses points: Convenient arrangement of equipment; Planning meals in Advance saves time; How to make serving meals easier; Try main-dish oven meals; Keep an emergency meal on the shelf; Suggestions for preparing the meal; Short cuts in preparing foods; and You can make dishwashing pleasant.